



COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 437
LOS ANGELES, CA 90012



MARK J. SALADINO
TREASURER AND TAX COLLECTOR

July 25, 2006

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TELECOPIER
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TO: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM: Mark J. Saladino
Treasurer and Tax Collector

SUBJECT: COUNTY EMPLOYEE COIN EXCHANGE PROGRAM

In an effort to expand services to County employees, I am pleased to announce the start of a new program of exchanging United States coins for United States paper currency. My cashiering staff in the Kenneth Hahn Hall of Administration lobby will accept U.S. coins in exchange for U.S. dollars. This coin exchange service will be provided free to County employees each Thursday between the hours of 10:00 a.m. to 2:00 p.m. beginning August 17, 2006.

County employees may bring their container of coins along with their respective valid County identification to the designated window for automated counting and an exchange for dollars. This service is offered as a free convenience to our employees, but may be modified in the future depending on the workload and competing programs involving the public.

If you have any questions, please contact me or your staff may call Theresa Brush, Cashiering Operations Officer at (213) 974-2066.

MJS:TY:st

c: Chief Administrative Officer